



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 58th Transportation Battalion**  
3rd Chemical Brigade  
451 Colorado Avenue, Unit 8  
**FORT LEONARD WOOD, MISSOURI 65473**

ATSN-CBC

14 July 2005

**MEMORANDUM FOR Personnel Concerned**

**SUBJECT: Policy Letter #1, Availability of the Battalion Commander (Open Door Policy)**

1. The purpose of this letter is to inform all personnel of my Open Door Policy and establish procedures for its implementation.
2. It is my desire that members of this battalion use their immediate chain of command to resolve their problems. Normally, the chain of command will be successful in resolving any problem assigned personnel may encounter. Failing this course of action, I encourage you to visit or call my office to arrange an appointment with me at a time mutually convenient to both of us. Any emergency or time sensitive problems may be brought to my attention for immediate consultation at any time.
3. Under no circumstances will anyone be subjected to adverse treatment or criticism for exercising his rights under this policy.
4. The phone numbers during normal duty hours for scheduling an appointment are 596-0991. The Staff Duty NCO will receive and pass directly to me any request for conference received during non-duty hours.
5. A copy of this letter will be posted on the permanent portion of each company bulletin board and will also be incorporated into the unit reading file. A copy will be filed in the Staff Duty NCO book.
6. This letter superseded Policy Letter #1, dated 17 July 2003.

Robert T. Hixon  
LTC, TC  
Commanding